

California State University, Fresno Foundation

COMMUNICATIONS SPECIALIST – CENTRAL VALLEY HEALTH POLICY INSTITUTE

JOB ANNOUNCEMENT #19-035

POSITION SUMMARY:	<p>Part-time, non-benefited position with the Central Valley Health Policy Institute through the California State University, Fresno Foundation. The Central Valley Health Policy Institute (CVHPI) is located within the California Center for Health and Human Services (CCCHHS) an ancillary unit of California State University, Fresno (Fresno State). CVHPI serves to integrate university resources with regional needs by collaborating with agencies and community organizations to address health and healthcare policy and program challenges in the San Joaquin Valley.</p> <p>CVHPI is the research and evaluation partner with UCSF PTBi-CA in administering a contract from the Patient-Centered Outcomes Research Institute (PCORI) to conduct a research study comparing the effectiveness of Glow! Group Prenatal Care and Support to traditional prenatal care with enhanced services provided through the Comprehensive Perinatal Services Program.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Executive Director, and/or their designee, this position is responsible for all study communications, media relations, and the creation and dissemination of communication materials for the Central Valley Health Policy Institute’s part of the Group Prenatal Care study. This position creates, manages, and implements study materials, media updates, works closely with the College of Health and Human Services, Communications Specialist and University Communications. Work is performed autonomously under general supervision and requires regular exercising of judgement and discretion to interpret policies and procedures and objectives.</p> <p>Major duties of the position include:</p> <ul style="list-style-type: none"> • Create required study literature and other forms of communication, including electronic materials as appropriate. • Create marketing and promotional materials, both print and electronic to highlight the activities and accomplishments of the study. • Copy, edit, proofread, and revise communications. • Work closely with CHHS Communications Specialist and University Communications on press releases and other communication projects. • Collaborate with the study team on the design and content of print, electronic and web-based materials to maximize impact. • Work with Media organizations. • Independently manage multiple, concurrent assignments, working successfully to complete projects on time. • Analyze and select pertinent facts and integrate them into a communication vehicles. • Identify, develop and execute communications strategy for key stakeholders, including community members. • Appropriately handle sensitive and confidential information. • Other duties as assigned
POSITION REQUIREMENTS:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Bachelor’s degree required, preferably in Journalism, Public Relations or related field. • At least two (2) years progressively responsibly professional experience in Journalism and/or Public Relations. • Experience working in a college, university, or research setting. • Knowledge of health, medical terminology and the broad determinants of health. • Working knowledge of and the ability to apply standard theories, practices, principles, and techniques related to communications in the areas of public affairs, media and marketing.

	<ul style="list-style-type: none"> • Working knowledge of copyright and other applicable laws pertaining to publications and the media. • Extensive proofreading skills. • Excellent problem-solving skills. • Advanced level competency and skills utilizing standard office software including Word, Excel, email, and Internet usage. • Demonstrated ability to develop, create and edit electronic/multimedia and Web content. • Flexibility, an orientation to detail, ability to work effectively in a fast-paced environment while maintaining a high level of accuracy, excellent verbal and written communication skills, organizational skills, and analytical and problem-solving abilities. • Correct English grammar usage, spelling, punctuation and proofreading. • Documented ability to work well with people from various organizational levels within a given organization. • Proven ability to work congenially and effectively with members of the community. • Ability to adapt quickly to changing priorities. • Establish and maintain professional and collaborative relationships with a diverse population of colleagues, faculty, staff, students, research partners, stakeholders and the community. • Exceptional interpersonal skills, including strong public speaking, listening and interpretive skills.
COMPENSATION:	\$26.00/hour.
DEADLINE:	Application review begins July 26, 2019; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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